



FBIS 1445-88
11 May 1988

MEMORANDUM FOR: Director of Personnel

VIA: Chief, Clinical Division, OMS

FROM:
Chief, FBIS Personnel

25X1

SUBJECT: Request for Advance Sick Leave

25X1

1. Your approval is requested to advance 75 hours of sick leave. is assigned to the FBIS, Data Center. Due to the temperature maintained in that office she developed a respiratory infection. Her physician approved her return to duty on 9 May 1988.

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2. As of pay period 09, ending 23 April 1988 had a zero (0) sick leave balance and a minus 19 hours annual leave balance.

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3. request for this advance, her supervisor's comments and doctor's statements are attached.

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25X1

Attachments:
As Stated

25X1

CONFIDENTIAL

SUBJECT: Request for Advance Sick Leave

25X1

Concur:

Chief, Clinical Service, OMS

Date

APPROVED:

Director of Personnel

Date

CONFIDENTIAL

Distribution:

Original - Addressee (w/attachments)

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1 - PB Chrono

2 - FBIS Reg

1 - [redacted] 201 File (w/attachments)

25X1

PB/AS/FBIS/DS&T/[redacted] 11 May 88

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